



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA
INDIAN HEALTH SERVICE



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT

NAO-08-50

OPENING DATE

10-02-08

CLOSING DATE

10-23-08

POSITION

Accountant

LOCATION AND DUTY STATION

Navajo Area Indian Health Service, Division of Financial Management,
Window Rock, Arizona

GRADE/SALARY

GS-510-05; \$29,726 per annum

GS-510-07; \$36,822 per annum

GS-510-09; \$45,040 per annum

GS-510-11; \$54,494 per annum

NUMBER OF VACANCIES

One Vacancy (020202)

<u>APPOINTMENT</u>	<u>WORK SCHEDULE</u>	<u>AREA OF CONSIDERATION</u>	<u>SUPERVISORY</u>
<input checked="" type="checkbox"/> PERMANENT	<input checked="" type="checkbox"/> FULL TIME	<input checked="" type="checkbox"/> DHHS WIDE	<input checked="" type="checkbox"/> NO
<u>PROMOTION POTENTIAL</u>	<u>HOUSING</u>	<u>TRAVEL/MOVING</u>	
<input checked="" type="checkbox"/> YES, TO GRADE: GS-11	<input checked="" type="checkbox"/> PRIVATE HOUSING ONLY	<input checked="" type="checkbox"/> MAYBE PAID FOR ELIGIBLE EMPLOYEES	

DUTIES: Responsible for monthly, quarterly, and/or annual reconciliation of numerous general ledger accounts for all appropriations. Makes the monthly reconciliation of the Letter of Credit Transactions, outstanding travel advances and emergency salary payments. Prepare the required adjusting and/or correcting entries arising out of the daily routine accounting transaction. Review, on a monthly basis, open documents files and initiates the necessary and appropriate actions. Make a detailed examination of routine receipts and disbursement voucher, certificate of deposit, purchase orders, IPAC, draft voucher, payroll records, receiving reports and other accounting documents to verify the accuracy of computations and ascertain that all transactions are properly supported; in accordance with pertinent laws and regulations and classified and recorded properly. Makes the monthly reconciliation of the Central Payroll transactions against the general ledgers control account. Establish the subsidiary ledger accounts in support of the general ledger accounts receivable controlling accounts. Advises the Accounting Technician in the selection of proper accounting codes for recording the various transactions in the accounting system. Prepare financial reports and analysis of the accounting operations, segment of activities/program, etc. Prepares the monthly statement of transactions and other related supported documents by utilizing the automated SF 224 system to the Treasury system. Reconciles and prepares various accounting ledgers and data. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

POSITIVE EDUCATION REQUIREMENT: YES

LICENSURE REQUIRED: NO

BASIC REQUIREMENTS: Degree: Accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. **OR**

Combination of education and experience – at least 4 years of experience in accounting or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include one of the following:

Veterans: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice of a certificate of expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current (DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limit) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualification for the position and any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a special RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates retirement in lieu of RIF; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - OR
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).

6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

COMMISSIONED OFFICERS: Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Personnel Office against the applicable Preston standard or the civil service standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained by submitting official transcripts and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, these applicants submit specific information related to any knowledge, skills, and abilities, which are being used as selective factors. Commissioned Corps applicants are also required to submit proof of Indian Preference and proof of possession of the appropriate license.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to this position. To receive full credit for your qualifications provide a narrative statement which fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Ability to perform the technical aspects of the job.
2. Ability to work independently and/or under pressure.
3. Ability to plan, organize work and set priorities.
4. Ability to apply and interpret regulations.
5. Ability to write complex financial reports under pressure.
6. Ability to utilize micro-soft and hardware and equipment.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

A copy of an official **Bureau of Indian Affairs "Verification of Indian Preference for Employment in BIA and IHS", Form 4432**, signed by the appropriate BIA official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian preference need not submit the BIA Form 4432, but must state that such documentation is contained in their Official Personnel Folder.

NOTE: "Declaration for Federal Employment" (OF-306) and Addendum must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "yes" to any one of the two questions on the Addendum can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

HOW AND WHERE TO APPLY: All applicants must submit **one** of the following to the Navajo Area Indian Health Service, Division of Human Resources Management, P. O. Box 9020, Window Rock, Arizona 86515-9020, by close of business on the closing date:

1. OF-612, Optional Application for Federal Employment;
2. SF-171, Application for Federal Employment;
3. *Resume; or
4. *Other written application format.

FOR MORE INFORMATION CONTACT: Angela Segay, Human Resources Specialist, (928) 871-1421

***INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the position for which you are applying.
2. Full Name, Full Mailing Address, and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran's Preference Certificate: DD-214, and/or SF-15 if claiming 10 point preference. Veterans' Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employees.
7. Highest Federal civilian grade held (give series and dates held).
8. High School: Name, City, State (zip code if known) and date of Diploma or GED.
9. Colleges and Universities: Name, City, State (Zip code if known), majors, type and year of any degrees received (if no degree, show total semester or quarter hours earned); preferably attach transcripts.
10. Work experience (Paid and Non-Paid); Job title, duties and accomplishments; employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, and salary.
11. Indicate if we may contact your current supervisor.
12. Job related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE
APPLICATION OR RESUMES RECEIVED VIA FAX, E-MAIL OR ELECTRONIC RESUMES WILL NOT BE
ACCEPTED.

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, received full credit for their veteran preference determination, Indian Preference, education, training, and/or experience.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than this, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are male born after 12-31-59, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

/S/ Angela Segay	10-02-08
HUMAN RESOURCES CLEARANCE	DATE

EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - NAO-08-50. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORM MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUEST FOR XEROX COPIES. THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

SUPPLEMENTAL QUESTIONNAIRE
Accountant, GS-510-5/7/9/11

1. ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB. The person in this position must have the ability to execute day-to-day ledger maintenance and related operations, and other classification and recording transactions. This also includes the ability to analyze the results and interpret the effects of transactions upon the financial resources of the organizations. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. ABILITY TO WORK INDEPENDENTLY AND/OR UNDER PRESSURE. The person in this position must have the ability to work effectively under pressure of time and still produce quality work products. This includes the ability to work with frequent interruptions and still meet deadlines. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. ABILITY TO PLAN, ORGANIZE WORK AND SET PRIORITIES. The person in this position must have the ability to effectively anticipate workload demands, to establish the manner in which available resources will be utilized, and to schedule performance to best ensure that all requirements are met in a timely fashion. This also includes the ability to independently complete work assignments under changing conditions and short deadlines. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. ABILITY TO APPLY AND INTERPRET REGULATIONS. The person in this position must have the ability and knowledge of accounting regulations, policies and procedures by which DHHS, PHS, and other Federal agencies are required to conduct business and provide support, direction and guidance to servicing Financial Offices. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

5. ABILITY TO WRITE COMPLEX FINANCIAL REPORTS UNDER PRESSURE. The person in this position must have the ability to write technical reports of all unusual situations and conditions encountered during assigned tour of duty. What in your background shows that you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

6. ABILITY TO UTILIZE MICRO-SOFT AND HARDWARE AND EQUIPMENT. The person in this position must have the ability and knowledge of office automated equipment such as personal computers, word processors and printers. This also requires the knowledge of various software (i.e., Word, Lotus 1-2-3, DOS, PC Tools, Paradox) to perform accounting duties: Word processing, electronic mail, database management, graphics, charts, spreadsheets, etc. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

CERTIFICATION

I CERTIFY that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant

Date